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DIR-3913

DD/S 69-4263

15 SEP 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Comments on Civil Service Commission-
WETA Television Training Program:
"From Nine to Five"

REFERENCE : Ltr dtd 4 Sept 69, to Ex. Dir. -Comp.,
frm USCSC

1. In 1968 this Agency participated in the pilot running of WETA's television training program, "From Nine to Five."

2. At the termination of the training course, questionnaires were completed by the Agency participants. On the basis of their comments, as well as the reactions of the Agency's two discussion leaders, Mrs. [] and Mrs. [] of the Clerical Training Faculty, it was recommended that the Agency not participate in the subsequent runnings of the program until essential changes had been made in the televised portions of the program and significant rewriting of both the Discussion Leader's Guide and the trainees' Reference Manual and Workbook had been effectively completed.

3. Ours was not the only agency which experienced difficulty in conducting the program. In a report prepared by and circulated by the Civil Service Commission, it was acknowledged that one of the major deficiencies in the program was the quality of the TV presentations. Four programs received substantial censure, and we would recommend that two should definitely be omitted; these are: "Let's Communicate Through Reading," and "Where Do We Go From Here?"

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25X1 4. Other agencies also experienced difficulty using the lesson plans and the training materials. Significant problems were created for even experienced instructors and a disproportionate amount of time had to be spent in the pre-class preparation. Mrs. [] has been in touch with Mrs. Stromberg, the narrator of the television film and a member of the Civil Service Commission's Bureau of Training, and has been informed that considerable reorganization and rewriting has been done to make the training kits more practical.

5. We are not of a closed mind concerning future participation in the program; however, since the television portion is basic to the success of the entire venture, it is considered inadvisable to participate in subsequent programs until revisions have been made in the film strips -- to the best of our knowledge this has not been accomplished.

6. Our Clerical Training Faculty plans to review the television sessions beginning on 20 October 1969 as well as participate in a certain number of the discussion leader meetings scheduled at the Civil Service Commission. On the basis of this survey we will be in a better position to determine the feasibility of considering utilizing this training program in the future.

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H HUGH T. CUNNINGHAM
Director of Training

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